



STATE
OF
GEORGIA

1593-02 > 9
Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date 4-9-75	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DHR-DMH-10		Date Received MAY 12 1975	Application No. 75-115 Date Completed MAY 19 1975
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Human Resources Division of Mental Health - Room 530-H 47 Trinity Avenue, S.W. Atlanta, Georgia 30334		4. Person to Contact Mr. Charles G. Braden	
		5. Working Title Division RMC	6. Tel. No. 656-4908

7. ACTION REQUESTED

<input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.	<input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.
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8. Earliest & Latest Dates of Series 1960-Date	9. Exact Series Title (Agency-wide Common Standard) Mental Health Research Project Documentation Files
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10. What is the function of the office in which this record series is created?

The Division of Mental Health administers the mental health, mental retardation and other developmental disabilities, drug abuse, alcoholism and training and research programs. This Division is also concerned with community mental health, and the administration of the State mental hospitals, rehabilitation and retardation centers.

It is the function of the State Mental Health Institutions and Medical Centers to provide mental health services for the people in its geographic area of responsibility: to conduct training and education for persons in various mental health disciplines: and to carry out research with the objective of determining the causes and possible cures of mental illness.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to initiating, conducting and concluding mental health research projects.

Included in Research Management Files may be such items as: project narratives proposing and giving planned procedures for research projects (Research Protocols), information concerning project financing, statements of informed consent by subjects of research, interim and final research reports, research project summaries and human rights summary statements for Human Rights Committee review, related correspondence and raw data files accumulated in execution of projects which may include, but are not limited to, such things as questionnaires, test results, laboratory test results, or similar documents.

Files are arranged alphabetically by project title.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	Estimated Agency-wide						
Legal-size File Drawers	total is 1,000 cu. ft.		Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)	
on hand, most of which are raw data files.				This Year's	Last Year's	Preceding Year's	All Prior Years'
Figures will vary between institutions by year and project.			AVERAGE DAILY REFERENCES				

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

- | | YES | NO |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. In some cases findings are published in medical journals | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling?
In some instances the raw data may become part of a medical record. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed?
Not if raw data is destroyed prior to completion of the project. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?
In some cases | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout?
In some raw data files. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? In some cases. See attached sheet | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? See item 24 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

24. **REQUIREMENTS.** The following requires the files to be kept Permanently years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☒ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Note: The Archival Appraisal Unit of the State Archives has determined that these records have archival value for historical research purposes.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER See attached sheet, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>W. H. Smith</i>	<i>May 12, 1975</i>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Charles H. Brader</i>	<i>May 12, 75</i>
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>W. H. Smith</i>	<i>5-15-75</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	<i>May 14, 75</i>
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>H. D. Smith</i>	<i>5-15-75</i>

STATE RECORDS
COMMITTEE

22. (continued)

Guide to Record Retention Requirements, January 1, 1971, Vol. 36,
No. 39, Part II, p. 3722, Section 322.

"To maintain such progress and fiscal records as the
Surgeon General may prescribe. Retention period:
3 years after end of budget period; or if audit on
behalf of HEW has not occurred, 5 years following end
of budget period, or until audit occurs, whichever is
earlier; or until resolution of all audit questions.
42 CFR 52.24."

25. RESEARCH MANAGEMENT FILES - (maintained by Director of Research)

Upon conclusion of project, place all papers in the inactive
file; then cut off inactive file at end of each
calendar year; hold in current files area 1 year;
then retire to State Archives.

RESEARCH RAW DATA FILES - (maintained by Research Laboratory Director)

Upon conclusion of project, place all documents in the inactive
file; then cut off inactive file at end of each calendar
year, hold in current files area 1 year; then transfer to
Local Holding Area; hold 10 years; then destroy, or
raw data files may be transferred to Researcher when approved
by the institution concerned. Earlier destruction is authorized.